

Director, Jerwood Charitable Foundation

Full time

Job description

About Us

Jerwood Charitable Foundation (JCF) is an independent grant-making foundation and UK registered charity dedicated to imaginative and responsible funding of the arts, with a particular focus on supporting talent and excellence across the UK. Established in 1999 by Jerwood Foundation, Jerwood Charitable Foundation is one of four organisations that make up Jerwood; a family of not-for-profit organisations united in their commitment to support, nurture and reward excellence and dedication in the arts in the UK.

JCF is committed to supporting artists, arts organisations and the arts sector to explore and develop their talents, and to make artistic work of the utmost strength, quality and excellence. It is also committed to advocating for and developing the best possible environments and conditions for the making of art, and often works partnership with leading UK arts organisations and funders to achieve this. We do this because we understand the arts to make a vital contribution to our culture and to society; a contribution which our organisation believes should be recognised, utilised and supported. We aim for our work to contribute to realising a society which values, champions and provides for artistic contribution and exploration; a culture in which pursuing a career within the arts is a respected and sustainable choice. We act by investing in the development of a diverse range of exceptional, dedicated artists and producers and their ideas, enabling them to develop and thrive at important stages in their practice.

We now seek an inspirational and ambitious Director to succeed Shonagh Manson and to carry us forward into our third decade of activity. We are at the natural end of a four year strategic planning cycle, and the new Director, with JCF's Trustees, will lead on and implement JCF's vision and plans from 2018. The turnover of the organisation, including its administrative costs and activity from fundraising, is between £1.6M and £1.8M per annum, of which just under £1.4M comes from Jerwood Charitable Foundation's core resource: its endowment.

Purpose of the Job

The JCF Director acts as the CEO of the organisation, and is responsible for the strategy, development, management and evaluation of the organisation's activity and its support of its beneficiaries.

Responsible to: The Chairman and Trustees of Jerwood Charitable Foundation

Responsible for: Deputy Director; Head of Programme – Jerwood Visual Arts; Communications Manager; Projects Officer; Administrative Assistant; Accountant; Weston Jerwood Creative Bursaries Programme Director; Jerwood Compton Poetry Fellowships Project Manager; external PR and project management suppliers (see organogram on Page 6)

Key Relationships (Other): Colleagues at Jerwood Space, Jerwood Foundation and Jerwood Gallery; project partners and participants.

Main Duties and Responsibilities:

Strategy

- In conjunction with JCF Trustees and team, lead on creating, developing and implementing the JCF mission and strategy
- Build and maintain appropriate relationships and partnerships to enable JCF to achieve its strategic goals and open up new opportunities for JCF's beneficiaries
- Establish clear responsibilities and procedures for achieving objectives
- Review the horizon, and through a Strategic Planning process revise objectives and policies in response to changes in external or internal conditions
- Evaluate progress and impact, and feed results of evaluation into a continuous learning and improvement cycle
- Take a collaborative approach to working across the Jerwood family of organisations and support related Jerwood organisations (Jerwood Foundation, Jerwood Space and Jerwood Gallery) in their pursuit of their strategic goals

Governance

- Support, report to and consult with JCF's Board of Trustees
- With the Chairman, develop, manage and support the agendas for quarterly Board meetings, an annual Strategy Meeting and an annual Risk Management Meeting
- In conjunction with the Deputy Director, ensure compliance with relevant legal obligations and requirements, including with the Charity Commission, for Data Protection, Health and Safety and HR
- Protect JCF, its employees and beneficiaries from risk; be responsible for the Risk Management Register, process and review
- Manage and develop the JCF team including freelancers and consultants, leading the Performance Development process
- Ensure transparency for beneficiaries and potential beneficiaries of JCF's processes and procedures

Finance

- Lead the sustainable financial and operational management of JCF
- Act as Secretary to the Finance and Investment Committee including managing quarterly meetings of the Committee
- With the Finance and Investment Committee and JCF's appointed Investment Managers, support the development of JCF's investment policy and the successful stewardship of JCF's endowment in line with its Memorandum and Articles of Association
- Fundraise and develop income where appropriate, ethical and compliant, to achieve JCF's objectives
- Ensure successful development and delivery of any new and existing funding relationships held by JCF, including accurate documentation and reporting to Arts Council England and other funders

Strategic Projects

- Generate, and support the JCF team to also generate, innovative and relevant ideas and partnerships for new initiatives and strategic projects
- Lead and develop JCF's current and future strategic projects, supporting and enabling team members who are relevant project leads to achieve their goals. JCF's strategic projects are currently the Jerwood Visual Arts programme, the Weston Jerwood Creative Bursaries, the Jerwood Compton Poetry Fellowships and the Performing Arts Micro-Bursaries

Grant-making and project management

- Jointly with the Deputy Director, share the workload of support for potential applicants in the development of their project ideas

- Jointly with the Deputy Director, share the workload of reviewing and assessing applications
- Jointly with the Deputy Director, act as JCF Project Manager for specific funded projects, being a point of contact for grant-holders and ensuring projects are successful and compliant

Communications

- In conjunction with the Communications Manager, lead and develop JCF's communications strategy for the benefit of its beneficiaries and organisational profile
- Provide leadership and collaborate across the Jerwood family of organisations to protect and promote the Jerwood 'brand'.
- Manage the use of the Jerwood name against projects and programmes
- Ensuring compliance with Data Protection and new GDPR legislation

Candidate profile

The Director will lead a small but dynamic team with significant outputs and impact, and will have the opportunity to perform a privileged and exciting role. We imagine that the ideal candidate is likely to be an inventive self-starter who works well without a formal corporate hierarchy, and who can further strengthen a now maturing and stable organisation.

We would expect that a new Director will have the following characteristics and will be able to demonstrate that they are or have:

- A deep passion for the arts across art forms
- A sensitivity and knowledge of how to nurture talent and support artist development, and an understanding of the issues facing artists in the UK, and the arts sector more broadly
- An understanding of the JCF mission and a keenness to respect and care for it
- A creative thinker who can develop, communicate and implement a vision and plan for JCF's continued evolution as a key funder within the arts
- The capacity to critically reflect on the outputs of the organisation, and the drive to continuously improve
- The ability to build and maintain partnerships and collaborations with arts organisations and individuals, and to influence stakeholders, decision makers and opinion formers
- Appropriate management skills to draw effectively upon the skills and interests of JCF's Trustees and team, including freelancers and consultants
- Appropriate experience in the negotiation of agreements, contracts and arrangements with third parties with whom JCF is engaged
- A sound understanding of budgets and cash flow, management accounts and investments; regarding JCF's own accounts and in assessing prospective applicant positions
- A positive problem solver, team player and collaborator
- A passion for the highest level of customer service and quality of stakeholder interaction
- Excellent computer literacy and an interest in developments occurring in new media and technology
- A creative and empathetic communicator, with the ability to communicate to the highest standard in writing and the ability to represent Jerwood on the public stage

Equal Opportunities

We are committed to inclusion and equal opportunities in the workplace and we actively encourage applicants from all backgrounds, of different ages, genders, social and economic backgrounds, ethnicities, religions and sexual orientations, and from people with and without disabilities. You can confidentially contact Bridget Bell, Administrative Assistant on 020 7261 0279/ bridget@jerwoodcharitablefoundation.org should you have any access requirements or need any reasonable adjustments to be made in order to apply or attend an interview.

Term and Conditions

Contract length: Full time, permanent

Salary: £58,000+ per annum dependent on experience

Hours: Core office hours are 9.30am to 5.30pm, Monday to Friday, including an unpaid one-hour lunch break each day. Flexibility to work evenings and weekends will be required. Overtime is not paid but time off in lieu may be taken.

Base: Jerwood Charitable Foundation's office at 171 Union Street, London, SE1 0LN. Travel in the UK will be required.

Holiday Entitlement: 25 days per annum pro rata plus Bank Holidays

Pension: JCF offers a workplace pension scheme.

How to apply

Please write enclosing your CV (no more than 2 pages) and a covering letter addressed to Tim Eyles (no more than 2 pages), setting out why you are interested in the post and demonstrating, with specific examples from your experience, how you meet the profile outlined above. Please include two references and an indication of when they can be contacted, and your current salary information.

We would prefer to receive your CV, covering letter, references and salary information in a single document submitted through the application page on our website. Should you wish to submit your application by post, please mark your envelope clearly with DIRECTOR APPLICATION, and send to: Attn of Tim Eyles, Jerwood Charitable Foundation, 171 Union Street, London, SE1 0LN

Closing date for applications: 12 noon, 25th September 2017

Notification of interview: 29th September 2017

First interviews: afternoon of 2nd October, and all day 4th October 2017

Second interviews: 18th October 2017

The interview dates are fixed and non-negotiable; please ensure you can be available. Please let us know if you have any special requirements for interview using the contact details on page 3, which we would be pleased to assist with. The location of interviews will be in central London and will be fully accessible. Please note as above, shortlisted candidates will be contacted by 29th September and interviews will proceed on 2nd and 4th October.

If you have included an e-mail address with your application, you will receive notification that your application has been received and we will stay in touch throughout the application process. We regret that we will not be able to offer feedback on your application should you not be shortlisted for interview.

For a confidential discussion about the position, you are welcome to talk with our recruitment consultant, Angela McSherry. You can email her with your contact details on angela.mcsherry@blueyonder.co.uk and she will be in touch to arrange to connect.

Thank you for your interest in working with us.

About Jerwood

Jerwood is a family of not-for-profit organisations united in their commitment to support, nurture and reward excellence and dedication in the visual and performing arts in the UK. Since 1991, Jerwood has channeled over £99 million into capital and revenue projects in support of the arts.

Jerwood Foundation was founded in 1977 by its Chairman Alan Grieve, for John Jerwood, an international businessman and philanthropist. Since John Jerwood's death in 1991, Alan Grieve has continued to develop and enhance the role of the Foundation within the arts in the UK and established Jerwood Charitable Foundation, Jerwood Space and Jerwood Gallery, Hastings. Jerwood Foundation continues to build the Jerwood Collection of 20th and 21st century British art, which is on permanent display at Jerwood Gallery, Hastings.

www.jerwoodfoundation.org

Jerwood Charitable Foundation is a grant-making foundation and UK registered charity dedicated to imaginative and responsible revenue funding of the arts. Established by Jerwood Foundation in 1999, and with an endowment of £30million, it supports outstanding artists and arts organisations to develop their talents, and in doing so to make artistic work of the utmost strength, quality and excellence. As well as making grants, Jerwood Charitable Foundation delivers its own strategic projects including the Weston Jerwood Creative Bursaries and Jerwood Visual Arts.

www.jerwoodcharitablefoundation.org

Jerwood Space is recognised as one of the best rehearsal spaces for theatre and dance in the UK. It opened in 1998 as the first major capital initiative of Jerwood Foundation and in 2007 a top storey was added to create a magnificent space, ideal for rehearsing large-scale musicals. Working alongside established professional companies who pay competitive commercial rates are young companies who develop their work at subsidised rates. Within a beautifully refurbished Victorian school, Jerwood Space also offers meeting rooms, a contemporary art gallery, café and striking glazed courtyard, which are open to the public and available for hire.

www.jerwoodspace.co.uk

Jerwood Gallery opened in 2012 and nestles beneath the cliffs of Hastings in East Sussex. Its vast picture windows look out over the fishing beach and historic Old Town. Designed by HAT Projects, the award-winning gallery was built by Jerwood Foundation to house the Jerwood Collection alongside a regularly changing exhibition programme. The gallery is an independent charity which operates without any core public funding. Although supported by Jerwood Foundation, 50% of its income has to be generated through admission charges, trading activities, fundraising and wider financial support from benefactors and sponsorship. From 2018 Jerwood Gallery will join Arts Council England's National Portfolio.

www.jerwoodgallery.org

JERWOOD CHARITABLE FOUNDATION

Line Management Organogram At August 2017

Key: Blue = salaried staff
Yellow = freelancers

